

## **Dietician/Project Director Green County Health Department**

### **I. JOB TITLE: Dietician/Project Director**

The Dietician is responsible for the overall assurance of compliance with the requirements in the WIC Operations and Users Manuals. The Dietician performs nutrition assessments, counseling and education of clients in individual and group settings. The Dietician supervises the WIC Clerk, WIC Public Health Technician, and the Public Health Nurse(s) at clinic sites.

### **II. SUPERVISION:**

The Registered Dietician with overall responsibility for the services provided by the WIC project, works under the general direction of the Director of the Health Department.

### **III. RESPONSIBILITIES AND DUTIES:**

#### **1) Nutrition Services**

Assures compliance with nutrition-related requirements in the WIC Operations and Users Manuals including serving as a Competent Professional Authority (CPA) for the Green County Health Department.

#### **2) Administration**

Reviews ADP nutrition reports, monitoring results and other available information to do needs assessment for nutrition program planning. Develops, implements, and evaluates annual nutrition workplan based on needs assessment.

Advises Director of nutrition budget needs.

Assists the Director with the budgets following discussion of the annual anticipated expenditures according to the project grant award; reviews expenditures at least quarterly with the Director.

Reviews quarterly nutrition reports and summarizes data and progress on workplan to the Director.

Reviews quarterly data including nutrition, caseload, no-show rate, vendor, and other summary reports to determine progress toward workplan objectives and compliance with contractual expectations.

Reviews bi-annual Participant Views Survey results prepared by the nutritionist in order to assess client satisfaction with WIC project services.

Participates in annual project monitoring by the Division of Health Staff.

Participates in the preparation of the Green County Health Department application for the WIC Project.

3) Nutrition Education

Develops, plans, conducts and evaluates secondary nutrition education services.

Implements Nutrition Care guidelines for the Wisconsin WIC Program.

Develops and implements tracking system for high risk participants.

Conducts nutrition counseling for high risk clients.

Participates in peer review/chart audit of high risk client records on a semi-annual basis with the Director and the WIC Nurse.

Participates in case conferences for high risk WIC participants if the client is served by other department programs.

Evaluates nutrition education provided by the WIC Public Health Nurse and Clerk.

Develops and implements documentation procedures for initial and secondary nutrition education.

Assures that an evaluation of participants views of nutrition education is conducted at least bi-annually, reporting summary of results to the Director.

Evaluates nutrition education materials for accuracy and appropriateness for WIC participants.

Monitors and/or trains annually, back up WIC Nurses on current nutrition recommendations for pregnant and breast-feeding women, postpartum teens, infants and children under age 5.

4) Referrals

Develops nutrition referral criteria from WIC to other health professionals.

Assures that referral criteria and procedures for referral to other nutrition services (food stamps, food pantries) are established.

Coordinates referral procedures with the Director between WIC staff and public health staff and facilitates joint effort.

Refer clients to the WIC nurse for immunizations as appropriate.

5) Clinic and Certification Procedures

Plans and evaluates, with input from Director, WIC Nurse and WIC Clerk certification and draft issuance clinics to assure smooth operation and quality client education.

Monitors and trains annually back up WIC Clerk and WIC Nurses of functions of nutrition station.

6) Clinic Activities

A. Assessment of nutritional status and needs of clinic population.

1. Obtain, evaluate and utilize diet questionnaires and calculate client intake for planning nutritional goals.
2. Assess nutritional status of clients, according to agency policies and procedures, relating to biochemical medical anthropometric and nutritional evaluation of client.
3. Responsible for determining client risks, eligibility for program and client food needs according to programs guidelines.
4. Identify in writing as well as verbally to the parent/client the present physical condition of the client. Verify risk factors and patient education of health risks as evidenced by documentation in client file.
5. Identify and evaluate client and family needs, ability and readiness to learn as evidenced by both written communication and verbal contact with the client.

B. Delivery of nutrition intervention, education and counseling.

1. Provide direct client counseling to parents/clients on nutrition behavior changes as evidenced by the evaluation of the clients/parents understanding and intentions of compliance at end or return visit.
2. Provide information necessary to support the client's/parent's interests and desired behavioral changes according to agency diet instruction manual. Document in client file.
3. Reinforce the client's/parent's positive behaviors as evidenced by client/parent.
4. Indicate in the care plan, the long or short term goal or plan for the improvement or maintenance of nutrition behaviors and client/parent response to nutrition intervention.
5. Communicate prepared plan of care to other staff members when appropriate.
6. Identify and appropriately utilize and refer clients/parents to appropriate health/medical professionals and human service agencies as evidenced by documentation in care plan. (Be appropriately familiar with above such agencies.)
7. Seek, review, update and maintain nutrition education materials for clinic, library and education programs.
8. Work with families in food planning, buying and preparation to improve the nutritional values of their diets.

7) Policy Development

Provides input to the Director and implements written policies for issues which the State WIC Program gives latitude to local projects.

8) Nutrition-Related Staff Development

Attends WIC-sponsored Statewide and appropriate regional meetings and incorporates information, methods, etc. as indicated into project nutrition services. Informs the Director of changes.

9) Food Package Tailoring and Selection

Assures food packages are issued based upon participant needs and preferences.

In-service public health staff on sole source formula and exception guidelines and updated food lists.

10) Food Delivery System

Supervises vendor training and monitoring according to WIC Operations Manual, involving the WIC Public Health Technician in activities appropriate to his/her abilities.

11) Other

Establishes Fair Hearing Committee and procedures, providing department representation as needed.

Meets at monthly WIC staff meetings to plan protocols and evaluate health information and counseling provided by the WIC Nurse.

Meets monthly with WIC staff to discuss overall project operations.

Hires, orientates, and trains the WIC staff in cooperation with the Department Director, the Green County Health Committee and the Green County Clerk.

Evaluates the performance of the WIC staff and administers corrective and/or disciplining actions.

Assigns and supervises the work of the WIC staff.

**IV. KNOWLEDGE, SKILLS AND ABILITIES:**

A broad knowledge base in principles and practices of nutrition accompanied by the knowledge of current dietary standards for optimal reproductive outcome, healthy growth and development, and management of acute and chronic illness. Knowledge of the social and behavioral sciences as applied to public health nutrition. Ability to provide skilled dietetic management based on nutrition theory, scientific principles of behavioral concepts and sound professional judgment in public health settings. Ability to provide leadership to others. Knowledge of the functions of other health and social service agencies. Ability to work effectively with people, adapting to changing situations, and to work independently. Skill interviewing and exercising tact and good judgment. Skill in evaluation of program and personnel. Ability to load supplies and equipment and travel to sites throughout the County.

**V. BASIC REQUIREMENTS:**

Registered Dietician (RD) or registration-eligible (an individual who has completed a course of study approved by the American Dietetic Association and completed an approved internship) and successfully completes the registration exam within six months of employment.

Experience in Nutritional Programs serving women, infants and children desirable.